



Indiana State and Federal Surplus

Program Overview/Guidelines for the LESO 1033/1122 Program

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Program Overview

The 1033 Program is a resource allocation provided by Congress to aid State and Local Law Enforcement Agencies with **Law Enforcement Activities**. This program was not set up to supplement all areas of law enforcement.

To be eligible to participate in the program, each agency must have an established focus on **Drug Law Enforcement**. The program was not designed to supplement Drug Awareness, or Demand Reduction; it is for enforcement efforts only. If your agency has placed an emphasis on Drug Law Enforcement, then your agency is eligible to participate. Listed below are some of the criteria used to determine whether or not your agency has met the Drug Law Enforcement requirements. Your agency should meet at least one of the requirements:

1. Your agency has trained personnel that have attended some form of Federal, State or Association narcotics enforcement training.
2. Your agency has a trained and utilized Drug Detection K-9.
3. Your agency participates in Highway, Motel, and Airport Interdiction.
4. Your agency participates in Cannabis (Marijuana) Eradication.
5. Your agency is part of a Multiple Jurisdiction Drug Task Force.
6. Your agency participates in the training of officers in formal narcotics education.

The above listed criteria are the standard areas that agencies in Indiana have historically done as an agency.

Enrollment

Enrollment into the 1033 Program must be updated when your department head changes or you need to change screeners. The agency head will be asked to sign the State Plan and Procedures (MOU) between your agency and State and Federal Surplus. An enrollment form will be

completed and screening letters will be issued (at a later date) for all DRMO's. These letters will be valid for one year/until an administration change to the department; whichever comes first. The Agency Head must sign the enrollment form and State Plan and Procedures (MOU).

Electronic E-Mail Services

Each day the 1033 Program grows. However, what does not grow is the staffing or funding of our office. Effective October 1, 2005, we would like all agencies to have an Electronic E-Mail Service. There are various services that are available, MCI Mail, ATT Link, American On-Line, CompuServe, or local Internet servers. Many officers in your department may already be on-line and have an address. If each department were to have electronic e-mail, the savings would be well over \$6000.00 per year in communications and postage, as well as faster, more quality service. Email is also free on the web such as Hotmail and Yahoo.

DRMS Internet Screening

The Defense Logistics Agency (DLA) manages and owns the Defense Reutilization and Marketing Offices (DRMO's). The DLA has spent several years and thousands of dollars to create Electronic Screening. The DRMO's are forcing all of their customers to screen via the Internet. Commercial companies and Federal Agencies are spending the time and money to get on the net to get the equipment they want. If Law Enforcement Agencies wait, they will miss out on the equipment and eventually be pushed out of the screening process.

If your department does not have Internet access and has no officers with access, we would suggest that you go to your nearest public library, high school, or university. These offices have Internet access that is open for public use and is at no charge for the user. This will at least get you started until appropriations can be allocated for your department.

We cannot stress enough to you that you need this Internet access and e-mail if you want to continue to participate in the LESO (State and Federal Surplus) Program.

Accountability of 1033 Equipment

This program has never been and will never be a shopping program for personal gain.

While all concerned parties will agree that the controls and limits of the program have not been in place in the past, those times have changed. Each department head is responsible for the equipment that is drawn for his or her department. We suggest an SOP for your department to follow. The equipment is the property of the Federal Government; it is then transferred to the State of Indiana. We then transfer the property to the City or County Police/Sheriff department. The property becomes municipal property and must be maintained and disposed of in accordance with the SOP and Indiana State law. This doesn't mean that your agency and municipalities can dispose as you see fit of this equipment. You must request in writing to the State and Federal Surplus disposal procedures. Following exceptions are: **DEMIL ITEMS AND VEHICLES. Vehicles must be maintained and used for at two years, unless transferred to another police department that is enrolled in the LESO (State and Federal Surplus) Program. Vehicles can only be used by the Law Enforcement agency. No city use of these vehicles is authorized. Vehicles cannot be sold for personal gain.**

Demil, Weapons, Aircraft, Munitions and Strategic List Items

Weapons cannot be sold. Weapons can only be transferred to another LEA with the approval of State and Federal Surplus. Peace Keepers and V-150's will not be sold, traded, or donated. Aircraft can only be requested for release to the LEA after that department has had the Aircraft

for 5 years. This has to be done in writing. The Defense Logistics Agency will give this office and your agency disposition when we are informed that you no longer require the use of the aircraft or Peace Keepers.

All items that are considered Strategic List Items (SLI) and Munitions List Items (MLI) are ones that require special handling and disposal. This may be done by destruction or alteration. It will remain the policy of DOD and Indiana to return any item that appears on one of these lists. Failure to comply may violate several federal laws and regulations including the Arms Control Act, Espionage Act and the International Traffic in Arms regulations. This does not mean just rifles. This can be some Vehicles, Night Vision and Kevlar's, BDU's, any Chemical equipment and other forms of equipment. It is your responsibility to return these items to the DRMO'S and you must contact this office to receive an approved turn-in document. **DEMIL ITEMS WILL BE INSPECTED**

Contact with LESO Headquarters

Beginning in 1995, all correspondence with LESO Headquarters should have been routed through the State and Federal Surplus Office for approval and then forwarded. Effective Oct. 1, 2005, no agency will contact the LESO office via phone, fax, or e-mail without prior knowledge of the State and Federal Surplus Office. This is simply to reduce the paperwork and telephone traffic. Everything that is sent to LESO must be sent to this office for approval and then returned back to LESO. Save us some steps and yourself some time.

SINGLE AUDIT ACT of 1984

All Indiana Law Enforcement Agencies in the Counterdrug 1033 Program are responsible for their own department getting their agency's Single Audit Act done. The equipment that your department receives through this program (1033) falls under the Single Audit Act of 1984. State and Federal Surplus isn't responsible for this.

The 1033 Program Questions & Answers:

The following are the answers to some of the most Frequently Asked Questions (FAQ):

Who is the contact for LESO 1033/1122 program?

The Governor of each state must appoint a 1033 Coordinator. The Governor appointed State and Federal Surplus. Bob Flake is the State Coordinator for Indiana. Christina Hamilton is the 1033/1122 Program Manager and point of contact (POC) for Indiana.

Is this a military program?

No. The Governor's office selected State and Federal Surplus to control and operate the program. The national program is controlled at the Defense Logistics Agency, (DLA) and monitored by Congress.

How do we enroll?

Attend any annual meetings. Complete the enrollment form and sign the State Plan. You can contact the State and Federal Surplus Office and request an LEA Data Sheet, There is an electronic enrollment form on the home page of <http://www.in.gov/idoa/2387.htm>. Enrollment

is not automatic. This policy is based mainly on the turnover rate of department heads and election of officials. Please make sure your department is still enrolled in the program. This is the department's responsibility.

Who owns the property?

The property is transferred from the Department of Defense to the State of Indiana. We then transfer it to your town or county. You must put it into use within 1 year. You must maintain the property for at least one year prior to disposing of the equipment. Exceptions are noted above. (DEMIL) You may transfer the property to another 1033 enrolled agency. This has to be pre-approved by State and Federal Surplus. You may destroy the property if it is beyond economical repair. Please contact State and Federal Surplus before any property is destroyed. Documentation is the key to any form of disposition. Keep good records.

Are some department given preferences to equipment?

No, equipment is approved on a first come, first serve basis. The property does not come to you; you must go and find it. The Internet and screening trips will decide who gets what. If your agency screens regularly, you will receive more property than an agency that screens one or twice a year.

What are we restricted from taking?

Bullets, brass casings, precious metals are the major items that you want to stay away from. These will not be approved. Most everything is approved if there is a sound explanation of its use for drug law enforcement. Furniture is limited to expansion and not replacement. If you're adding new branches to your department, furniture can be obtained. If you're replacing old furniture, you must obtain it from other sources.

Who is responsible for shipping of equipment?

Your agency and agency head is responsible. If you screen it you must pay for all transportation costs. The DRMO's will however assist with the loading of items with forklifts and personnel. Keep in mind that generally whatever it takes to get an item on a truck, it also takes the similar equipment to get it off. (RCP will ship free of charge to your Dept.)

Who is allowed to screen for our department?

The department head makes that choice. However, you may want to consider using personnel that are available on a regular basis. Most agency heads only screen once or twice and wind up limiting themselves to really just one screener. Your agency may have four personnel designated as screeners.

How often may we screen?

Via the Internet your department may screen as often as they like. Manual 103's are for emergency requests and at the discretion of the State Coordinator.

Who does the paperwork?

All screening is now done on-line. All the paperwork has been reduced to very little. Your department will need an ID number to screen on-line. You can still walk through the DRMO's but before leaving that DRMO you need to place holds in the system on the equipment you want. Some DRMO'S can show you how to do that, others cannot. Make sure you understand the procedure before going to a DRMO. It is your responsibility and not the DRMO's to learn the new way to do business. For more training on this contact State and Federal Surplus.

How many DRMO's can we screen at?

You are only limited by your own travel restrictions. Your Letter of Authorization is valid at all DRMO's.

How long does it take to receive authorization to pick up equipment?

With the new on-line screening it only takes about 2 days before you receive your Mil-Strip approvals. It is your responsibility to check the system for your approvals. You can contact the DRMO 3 days after placing your holds to see if they have received the Mil-Strip for your equipment. Nothing will be faxed to your department; therefore you will need to check the system to see if you're approved. State and Federal Surplus does need the 1348s faxed to the office. This is the LEA's responsibility.

Can we get same day service?

No, the new system is automated; it takes 1 day to cycle through the request. Mil-Strip generates at Midnight every working night. (M-TH) So the quickest the request would be ready, would be the next day.

What if I have trouble or problems at a DRMO?

Get the name(s) of the person(s) that you have a complaint about. Write a brief statement about the problem and contact DRMS Headquarters. You will not jeopardize your ability for further screening by registering a complaint. They may be reached at (616) 961-5905.

Summary

The 1033 Program was designed for Drug Law Enforcement, whatever form that may take. This program will save each participant thousands of dollars each year if it is done in accordance with the guidelines established. We at the State and Federal Surplus Office hope that all of your needs can be met with this program and look forward to serving you in the future.